

**NON-SUFFICIENT FUNDS PAYMENTS**

661.4

Non-sufficient funds payments shall be processed as follows:

Procedure

1. The Business Services department receives notification of deposited checks and/or ACH payments that are returned by the bank for non-sufficient fund (NSF).
2. The issuer of the uncollected check/ACH payment shall be assessed a service charge in the amount that the District is charged by the bank.
3. The District shall attempt to collect the funds by contacting the issuer of the uncollected check or ACH payment and requesting the payment of the amount owed, including service charge and/or sending a letter to the issuer requesting cash payment of the amount owed, including service charge, and outlining potential consequences for nonpayment.
4. The online fee payment option is automatically suspended when the vendor receives notice of non-sufficient funds. This suspension will remain in place until funds, including any service charges, are paid to the district using cash or a money order.
5. After three NSF payments have been received, the District shall require cash payment, money order or certified check for the remainder of the school year. Names of repeat offenders shall be placed on a confidential list to be distributed to the building principals and Budgetary Administrative Assistants to accept no further checks from those listed. Online payments will be suspended for the remainder of the school year. If any is payment returned in the following school year due to non-sufficient funds, checks and online payments will be suspended for the remainder of that school year.

LEGAL REF.: Section 943.24 Wisconsin Statutes

Adopted: September 2015

Waunakee Community School District